



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Please select the appropriate funding source for your request:

Department of Justice

Department of the Treasury

Fill in the fields below with the appropriate requester name, email, and agency information including agency name, NCIC code, and address.

Agency Information

Requester Name: _____

Requester Email: _____

Agency Name: _____

NCIC Code: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Go on to next page.



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Controlled Equipment Class

Select the appropriate class of equipment and fill in the total number and cost of the assets that your agency is requesting approval to purchase. For a list of prohibited items, please refer to Section 12 in the [Federal Register :: Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety](#).

Check Box	Type of Equipment	Total Number of Assets	Total Cost of Assets
	Manned Aircraft, Fixed Wing, and Rotary Wing		
	Unmanned Aerial Vehicle		
	Armored and Tactical Vehicles, Wheeled		
	Command and Control Vehicles		
	Specialized Firearms and Ammunition under .50 Caliber		
	Explosives and Pyrotechnics		
	Breaching Apparatus		
	Riot Batons and Shields		
		Total:	Total:

Controlled Equipment Description and Use

Provide a summary of the equipment your agency is requesting to purchase, including a description of the equipment, its reason for purchase/intended use, training on the use of such equipment, and how the equipment will be tracked, maintained, and stored.



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Approvals and Certifications

As the Agency Head approving this agency's request:

I certify that if the request is approved, our agency will follow all requirements as outlined by Executive Order 14074, dated May 25, 2022, as well as the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and any subsequent guidance issued by MLARS. For more information, please refer to Section 12 in the *Federal Register*, linked above.

I certify that our agency will implement policies and procedures regarding the training, inventorying, record retention, and use of controlled equipment in accordance with the Executive Order 14074. In addition, our agency will consult with MLARS/TEOAF prior to disposing the purchased Controlled Equipment.

I certify that our agency, in accordance with Executive Order 14074, Section 12(c)(iii), has notified the local community of this request, in English and any other appropriate languages to inform individuals with limited English proficiency.

I certify that our agency is not currently under investigation for engagement in a pattern or practice of civil rights violations. Should DOJ determine or a Federal, State, Tribal, local or territorial court enter a final judgment finding that our agency has engaged in a pattern or practice of civil rights violations, our agency will be required, at a minimum, to reimburse its equitable sharing account for funds expended for this request.

I certify that, as a participant in the Equitable Sharing Program, our agency agrees to abide by federal Equitable Sharing policy and guidance and violations of such may result in sanctions, up to and including permanent exclusion from the Program, as set forth in the *Guide*.

This form must be signed by the Agency Head and Governing Body Head approving this request. An electronic or wet signature is permitted.

Agency Head

Name: _____

Title: _____

Signature: _____ Date: _____

Governing Body Head

Name: _____

Title: _____

Signature: _____ Date: _____

Do not lock the form after applying signature, locking the form may require resubmission of the request.



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Email completed form or questions to the Department of Justice Equitable Sharing Program at **MLARS.ESProgram@usdoj.gov** or the Department of the Treasury Equitable Sharing Program at **TREAS.ACA@treasury.gov**.

FOR INTERNAL USE ONLY: Check the appropriate box to approve or deny the controlled equipment request.

Approve

Deny

Signature: _____